Special Council Issue

Fall Depository Library Council Meeting
To Be Held in Portland, Oregon

Public Printer Michael F. DiMario has announced that the fall meeting of the Depository Library Council will be held in Portland, Oregon on October 24 - 26, 1994. The meeting site will be the Monarch Hotel & Conference Center, located 20 minutes from downtown Portland. Rooms are $55 per night. To make reservations, contact the hotel at:

Monarch Hotel & Conference Center
12566 S.E. Ninety-Third Avenue
Clackamas, Oregon 97015
1-800-492-8700

There is a free shuttle from the Portland airport to the hotel, and a free shuttle to the shopping mall next door. Public transportation to downtown is available in the shopping mall.

Public Printer DiMario Names Five
To Depository Library Council

Public Printer Michael F. DiMario has named five new members to the Depository Library Council to the Public Printer. The five newly appointed members bring diversified experience to the Council. They are:

Phyllis R. Christenson
Director, Information Services Center
U.S. General Accounting Office
Washington, DC

Susan Dow
Head, Documents Department
Charles B. Sears Law Library
State University of New York at Buffalo
Buffalo, NY

Janice A. Fryer
Reference Librarian
Parks Library
Iowa State University
Ames, IA

Stephen M. Hayes
Reference and Public Documents Librarian
Hesburgh Library
University of Notre Dame
Notre Dame, IN

Mary Margaret Farrell Parhamovich
Head, Government Documents
James Dickinson Library
University of Nevada-Las Vegas
Las Vegas, NV

The newly appointed members will be introduced to Council activities and procedures at the fall 1994 meeting in Portland, OR.

Library Programs Service Update

Depository Library Council Meeting
Arlington, VA
April 25, 1994

J.D. Young, Director, Library Programs Service

Good morning. I want to commend all those who made presentations at the Conference. I hope you are ready for more because I believe this too will be a very significant session.

This is my third update talk in 11 days. There will be some overlap, but just consider it reinforcement please, since I need to provide Council members who were not here for the Conference with much of the same information. Besides the update, I will report back on progress related to some of the recommendations, and I will pose a couple of new issues on which we would like Council's consideration.

Electronic access and networking are the themes of this Council meeting, and this is certainly fitting. Over the past six months they have been the principle drivers toward change in the Library Programs Service and the Federal Depository Library Program. Also, GPO and government printing in general have been scrutinized in the National Performance Review process, and different visions of our future are being discussed in Congress. Title 14 of HR 3400 as passed by the House would remove the Superintendent of Documents' sales and depository operations from GPO and place them under the Library of Congress. That approach would maintain the Congress' role in the delivery of Government information, but it would sever the link between the depository program and the production and procurement process.

It could be said the public does not care if Government information comes from the legislative branch, the executive branch, or the private sector. But, in my opinion, it does matter a great deal. The Congress of the United States has been the traditional guarantor of the public's right to free access to Government information. Only when Government information is disseminated under the auspices of the Congressionally designated Federal Depository Library Program can the general public be assured of free access through a library. Government information may be disseminated through other channels, but the receiving institutions are under no obligation to make it freely available.

The depository program has been affected by a reduction in the volume of printing coming through GPO. Some of the reasons for this reduction include the Administration's effort to reduce the overall cost of Government, the technological shift toward electronic publishing, and perhaps originating agencies retaining a portion of their printing work in-house. The result is that there have been fewer print orders coming through for us to ride for depository copies. Our distributions to libraries are down significantly from last year. Through the end of March, LPS distributed nearly 14% fewer titles than the comparable period in FY 1993.

This reduction in the number of acquisitions opportunities is also affecting LPS financially. So far this year, the dollars obligated for depository library printing and reproduction are also running about 15% behind last year's pace. Because of this lower-than-projected rate of spending, we will probably be able to operate the program within the available resources this fiscal year.

However, Congressional action on our FY 1995 Appropriations will have a major effect on future program offerings, as well as the drive toward electronic dissemination. In his testimony before the House Appropriations Committee on GPO's appropriations request for FY 1995, Public Printer Mike DiMario presented a full needs-based budget request. GPO's FY 1995 request for the Depository Program, Cataloging and Indexing, and other programs under our Salaries and Expenses appropriation was $33.9 million, an increase of $4.8 million, or 16.6% over FY 1994.

Most of the requested increase, or $3.5 million over the FY 1994 budget, is for depository library printing and reproduction, the line item that also includes electronic information delivery. We asked Congress for sufficient funds to continue distribution of the full range of content and format choices which have traditionally been in the Program, as well as to increase our range of electronic offerings. The requested increase includes $1.5 million to fund online dissemination of the Congressional Record and Federal Register at no cost to depository libraries under the GPO Access Act. Another $1.1 million will cover production of depository copies of the 1994 revised edition of the bound U.S. Code which is revised each 6 years. As you may recall, we requested $33.7 million in FY 1994, but were only appropriated $29.1 million, the same as FY 1993.

A major issue is that if we continue at a flat funding level, it is not likely that we will be able to afford the range of format choices as in the past, while at the same time adding online services under GPO Access. When electronic formats are significantly less expensive than the paper or microfiche there will be a real financial incentive to offer only the electronic product. We should welcome this change. It is rare when one can get more for less, but in the case of electronic products, there is often increased functionality at a lower cost. A side effect of this movement toward distribution solely in electronic format will be to increase the users' pressure on the depositories for more PCs, more network access, and more user assistance.

The electronic information revolution is changing both GPO and depository libraries. As traditionally print-oriented institutions, we are both going through profound changes as we face the transition into the electronic future. We must evolve to face these challenges:

- Since the production of electronic information is becoming distributed rather than centralized, GPO's role is changing. The challenge to GPO is to act as a coordinator, a facilitator, to bring the electronic information to depositories under the basic ground rules of the Depository Program.

- The challenge to libraries is to provide free access to the electronic information to the general public. This requires a shift for libraries; from ownership to delivery; from a just-in-case to a just-in-time philosophy.

In the Library Programs Service, we are following three general approaches: :

1) We are increasing our reliance on electronic information;

2) We are attempting to maintain information dissemination under the official Depository Library Program by developing partnerships with other Federal information providers.

3) We are working to improve our communications and responsiveness to depository libraries.

GPO Electronic Access

Ten months ago, President Clinton signed into law the "Government Printing Office Electronic Information Access Enhancement Act of 1993." Under this authority, we are building an electronic infrastructure to establish the depository program in the electronic future.

The Access Act requires GPO to provide online access to the Congressional Record and Federal Register; to establish an electronic information storage facility; and to develop an electronic locator of government information products and services. You will be hearing the status of these activities in the next session and there will be demonstrations of the Bulletin Board, the online Record and Register and the Prototype Locator tomorrow evening, starting at 7:30 p.m.

Electronic Dissemination - Effect on Libraries

In our locator, we are focusing on practical applications of electronic technology, and we expect this to increase utilization of depository libraries. Are the libraries ready? The preliminary results from the 1993 Biennial Survey indicate rapid growth of electronic capabilities in depositories, but too often the high-tech workstation is only for the use of the library's technical service or staff. The Survey showed that responding depositories average 4.45 publicly-accessible CD-ROM drives for use with depository materials. However, these drives are typically not networked. For depository staff, over 95% have IBM compatible PCs; 22% have MACs. Nearly 87% have a CD-ROM reader available for staff use. Over 68% have access to E-Mail by Internet or Bitnet, while over 58% are up on GOVDOC-L. Depository libraries must increase electronic capabilities for public use, as more and more, electronic media and networks will be the preferred, or even sole, channel of dissemination. Clearly, when the Government expends funds to disseminate information to libraries, it is with the expectation that libraries will serve the general public; not just their students, their faculty, or the residents of their immediate municipality.

Use of GPO Access, particularly the Locator, should lead to increased public use of depositories. And most important, even if users cannot find exactly what they want on their own, the Locator will guide them to a Government documents librarian for assistance.

In order to get more detailed information on depositories' computer assets and networking capabilities, we will conduct a detailed survey later this spring. Some questions will focus on whether depository computer assets are available for public use rather than simply dedicated to the library staff. We need better information to plan

...our long term view is that we will use Internet as the vehicle for depository program administrative information. Every depository should be planning to get on Internet...

future electronic dissemination and product selection decisions. The survey results will also assist the libraries in their planning, by giving them a benchmark to compare to similar libraries.

With all of the emphasis on Internet at the Conference last week, it is apparent that provision of Internet access for public users as well as library staff is a necessity. Internet will be the main channel to get into the various components of GPO Electronic Access. In addition, our long term view is that we will use Internet as the vehicle for depository program administrative information. Every depository should be planning to get on Internet; both to communicate with GPO and other depositories, and to permit their users to access electronic Government information.

External Alliances with Other Providers - NTIS

In our task of administering the Federal Depository Library Program, we welcome other Federal agencies' involvement, but, as I mentioned earlier, it is necessary that the information be provided specifically under the Depository Library Program in accordance with Chapter 19 of Title 44 of the U.S. Code. Our position in this regard is that any agency acting outside our Program will be spending taxpayers' money with no return obligation on the part of depository libraries to retain the information or make it available free to the general public as required by law.

In that regard, I want to update you on the dialogue between GPO and the National Technical Information Service. A GPO/NTIS partnership represents a real opportunity to improve the comprehensiveness of the depository program. In its Rules announced in the Federal Register back in January, which resulted from the American Technology Preeminence Act, NTIS proposed to use its capabilities to bring more scientific, technical and engineering information products into the Program.

On March 24, I addressed the NTIS Advisory Board, a group similar to Council, concerning the Federal Depository Library Program and the opportunity our two agencies have to work together. Beth Duston and Jack Sulzer were there representing our Council and they provided their perspectives on these issues.

Since part of our mission is to make the depository program as inclusive as possible, we have been very pleased with NTIS' and OMB's recognition of the stature and importance of the Program. This recognition is evidenced in such diverse sources as OMB Circular A-130, in the planning for the Government Information Locator Service (GILS), in the GPO Access

Act, and in the NTIS Rules.

We welcome the assistance of NTIS in assuring that scientific, technical and engineering information, both in print and electronic form, is available to the public through the libraries of the depository program. This can be a major step in making depository library collections and services more complete. In addition, this cooperation builds on what NTIS does best: collecting,

> *...NTIS establishment of a system of full text online access to final STEI products for depository libraries at no charge, as stated in its new Rules, will be a significant contribution to our Program in gaining access to Executive Branch online information.*

processing, and distributing the nation's STEI resources. But NTIS' actions must be focused on strengthening the traditional values of the Program: dissemination at no cost to the depository libraries, and free public access to the information.

Interagency Agreement

The NTIS Rules, when originally issued for public comment, had little mention of depository libraries, but due to heavy comment from the community, ended up with a great deal. Thus, following the issuance of the Final Rules, the Public Printer wrote to NTIS Director Don Johnson and proposed that NTIS carry out its activities relating to Depository Libraries under an Interagency Agreement with GPO. In his March 1st letter to the Public Printer, Don Johnson indicated that NTIS is eager to enter into an Agreement with GPO. We have drafted an Agreement, and in my talk to the NTIS Advisory Board, I outlined some of the key provisions of the draft. That talk has also appeared on Internet, and in the April 15 issue of Administrative Notes.

In structuring the Agreement, we modeled it on our long-standing Agreement with the Dept. of Energy in Oak Ridge, Tenn. As we do with DOE, we have proposed that GPO reimburse NTIS for the costs of processing, handling and mailing STEI products to depository libraries. However, again following Title 44, since the printing was not obtained through GPO, costs of the product copies must be borne by the originating agency.

The general purpose of the Agreement is to establish a role for NTIS in supporting GPO's statutorily authorized administration of the Programs. NTIS will strengthen the Program through expanding the scope of coverage of STEI. In particular, NTIS establishment of a system of full text online access to final STEI products for depository libraries at no charge, as stated in its new Rules, will be a significant contribution to our Program in gaining access to Executive Branch online information.

One of the tasks for NTIS and GPO will be to identify those STEI products received by NTIS which have not been distributed to depository libraries. NTIS will need to use information provided by GPO, probably our Acquisitions, Classification, and Shipment Information System (ACSIS) to research the depository status of the STEI products.

We propose that NTIS contact the originating agency to obtain quantities of the STEI

products sufficient to make distribution to all depository libraries which have selected that type of material. When sufficient quantities of STEI products cannot be obtained from the originating agency, NTIS could:

1) Reproduce sufficient quantities of the product (usually in microfiche) to make complete depository distribution, invoicing the originating agencies for the cost of the copies duplicated;

2) And then distribute copies to those depository libraries selecting STEI products, obtaining reimbursement from GPO for the processing, handling and postage expenses.

When the publishing agencies do not provide, or pay for reproduction of, depository copies, NTIS could notify the Office of Management and Budget and GPO that the originating agencies were delinquent in fulfilling their Title 44 responsibilities. This step will give the depository program a degree of enforcement clout that we have lacked in the past.

We are proposing that distribution of publications, which as I said, will usually be in microfiche format, be made following the customary condition of pre-determined item profiles. NTIS would classify the STEI material and prepare shipping lists, for which we will reimburse them, and provide claims service for products which they distribute for the Program.

NTIS would provide depository libraries free access to its bibliographic and full-text online data files, and provide user support to depository libraries on an equal basis to that support provided to NTIS' paid subscribers.

As authorized under PL 103-40, the GPO Access Act, Congress has directed GPO to provide electronic access to depository libraries without charge and within our existing funding. Therefore, we will not be building into any Agreement a mechanism whereby GPO will fund depository library use of NTIS data bases, or subsidize NTIS' underlying infrastructure to enable such access.

After hearing the Director of NTIS talk at the D.C. Library Association program on Federal Information Policy last week, it appears that, in terms of the method of serving depositories, there is a significant difference between GPO's and NTIS' initial position. I often describe the depository program distribution method as a "push." Depositories establish a selection profile, and we push the material out to them. In contrast, our Sales Program is a "pull," which relies on customers identifying what they want and placing an order for it.

In developing the draft Agreement, we have set it up as a push effort; one that would allow depositories to establish a selection profile for STEI just as they do for other depository materials. This standing order approach puts receipt of relevant information on a more predictable basis, ensures that what depositories get is classified and has claims service, and relieves depositories from the grind of examining new postings, deciding if they want a particular title, and placing and tracking orders. It also provides the most important mechanism of being able to know which libraries get which titles without having to have unique selection information on every single title. This is a key requirement for our GPO

Locator.

NTIS, on the other hand, has proposed serving the depositories through an order process. Libraries must identify what they want by watching for "flagged" records in the NTIS database, and place individual orders. This is a fundamental question of structure that must be resolved before an agreement can be finalized. Incidentally, our representative at the NTIS' Advisory Board meeting advised us that the NTIS Board advocated serving the depository libraries through our proposed mechanism of establishing item selection profiles.

We plan to have the draft agreement in NTIS' hands very soon. I would like to see the proposed Agreement become effective October 1, 1994.

I'm sure most of you have heard about NTIS' $6 million appropriations request for technology grants to depository libraries. If Congress funds this request, NTIS has indicated that it will work with GPO and representatives of the depository library community, especially this Council, to develop a plan for the grants. In particular, we are concerned about equity issues-- the "rich libraries getting richer." We would propose that NTIS consider using the grants to bootstrap the most needy libraries to help them get up to speed. It is imperative that public libraries and community colleges are kept in the Program, and that their capabilities are enhanced, since these are often where the general public obtains access to Government information. Another use of the funds could be to enhance Regional libraries' support of the selective in their region.

We also have concerns about political pressures influencing the grant process and about the overall ability to assure that the money is used solely to support free public access. In this regard, computer equipment and software provided must be used exclusively by depository libraries in providing free access to the general public to Government information. And any equipment provided must be available for use by the public, not just by the library staff. Also, any training provided must relate directly to the performance of depository duties in serving the public.

Responsiveness to Depository Library Community

On more operational matters, we are now up and using Internet to keep libraries posted on developments in the Program. We're also monitoring and accepting inquiries on GOVDOC-L.

As I proposed at Council last November, I established a study group within LPS, led by Tad Downing, our Chief of Cataloging, to see how the selection process could be refined to assure that fewer unwanted materials would be received by depository libraries. We have concluded that moving toward a one-to-one correspondence between item numbers and class numbers will achieve the purpose of refined selectivity and should decrease problems with selection. Specific proposals related to achieving the one-class-stem-to-one-item-number relationship have been developed and reviewed. As I mentioned at the conference last week, I am pleased to announce, that Robin Haun-Mohamed, who has been with our inspection team for over 2 years, has been selected to fill the critical position of the Chief of the Depository Administration Branch.

Robin's area manages the item number and classification systems, and under her leadership will be moving ahead with the item number refinement. This will be a gradual process, and one that we will implement with due care and consultation with the community. It is likely that this process will require more preference surveys. As with any systemic change to the operating systems, we must carefully consider the needs of all of the libraries in the Program, and not make changes which work to the disadvantage of any type of library.

DOQ Survey Results

At last Fall's Council meeting we asked for advice on the distribution of the U.S. Geological Survey (USGS) digital orthophotoquadrangle (DOQ) maps on CD-ROM. The DOQ set, which is now in production, is estimated to total 3,500 CD-ROMs. Unrestricted selection of this extensive set could have cost the Depository Library Program as much as $4,200,000 over the project's life cycle. Therefore, LPS, with the advice of Council, designed and implemented a limited distribution plan for the DOQs.

Selective depositories were allowed to select the discs for only one state. In a major departure from typical practice, the Regional depositories were permitted to select which DOQ item numbers they wished to receive. Regionals could select the complete national set if they so desired, but they did not have to automatically receive every DOQ item number. Under this limited distribution plan, depositories within a state or region were encouraged to coordinate their selections of DOQs in order to maximize the coverage and provide acceptable public access. The libraries rose to this challenge, and we worked intensively with librarians in such states as Ohio and Wyoming to facilitate cooperation in collection development.

Computer hardware and software requirements for the DOQs are complex and rigorous; thus we made significant efforts to alert the library community about these exceptional requirements. For without the proper computer and specialized software, the DOQs are of little value. All of this preparation paid off in the survey results. The average selection of DOQs is only 55 libraries per each of the 51 state-based item numbers. This low selection rate also allowed LPS to reduce the quantity ordered to satisfy library claims. In all, our actions resulted in Program savings estimated at $3.8 million over the FY 1994 through FY 1998 period.

New Issues for Council's Consideration

I'll close today by posing two matters that we would like Council to consider. The first has to do with the future of the Monthly Catalog, and the second with on-demand electronic dissemination.

It has been at least a decade since the Council and the depository community have taken a serious look at the Monthly Catalog product line. LPS' cataloging activity results in three products: the MoCat in print and microfiche, the U.S. Congressional Serial Set Catalog, and the GPO Cataloging Tapes. It is our understanding from libraries, that most needs for GPO cataloging are being met by vendors who reprocess, repackage, and add value to the MARC

records on the GPO Cataloging Tapes. The paper and microfiche Monthly Catalogs are little used by most depositories. Also, as an indicator of usage, the subscriber base for MoCat has steadily eroded, until today there are only 834 paper copies and 231 microfiche copies sold on subscription as compared to several thousand in the past.

Since the MoCat is GPO's own publication, it is quite expensive as we must pay all of the setup and make-ready charges for its printing. The rider rate deal we get on other agencies' publication does not apply here. We are currently spending about half a million dollars each year on MoCat printing and reproduction. We believe that these dollars could be better spent in producing a GPO Monthly Catalog in

> *Now, electronic storage and on-demand dissemination can give us new solutions. Libraries could select and download information "just-in-time" to meet user needs, instead of stockpiling huge and expensive collections "just-in-case" somebody might want it someday.*

CD-ROM format. However, economics must be considered. Our probable funding is not going to have the flexibility to support the development, production, and distribution of an add-on CD-ROM product. We would like Council to consider whether a CD-ROM MoCat should be developed; and if so, if it could replace either the paper or microfiche MoCats, or both.

The second issue is of considerably broader scope and longer term. I believe that the Depository Library Program must begin moving toward life after microfiche and, in appropriate cases, life after printed products also. We need now to begin planning for electronic, on-demand dissemination to depository libraries. In this regard, we would acquire an electronic data base of the publication, or we could scan the printed product to create a database.

You will hear about GPO Access activities, including the storage facility. What should we be doing to take advantage of these new capabilities? And equally important, what should depository libraries be doing? Clearly, microfiche as the solution to the financial, fugitive documents, and library space issues has never been the best answer. Now, electronic storage and on-demand dissemination can give us new solutions. Libraries could select and download information "just-in-time" to meet user needs, instead of stockpiling huge and expensive collections "just-in-case" somebody might want it someday. We would like to work with Council to begin examining the issues surrounding this kind of program redesign. There will be no overnight answer, but we need to begin to set the direction for this Program for the new millennia.

Thank you, and I look forward to the Council sessions over these 3 days.

Library Programs Service on the Internet

remarks by
Sheila McGarr, Chief, Depository Services

Depository Library Council Meeting
Arlington, VA
April 25, 1994

Good morning. Several weeks ago, when Jay Young, the Director of the Library Programs Service (LPS), asked me to speak before the Depository Library Council on the topic of "LPS on the Internet," I told him my presentation would be very short. At that time, we had initiated the purchase order for the services of the commercial vendor, Digital Express, we had no e-mail addresses, and no one was experienced in using e-mail. Now that we've had just about one month's experience in using Internet e-mail, I can talk a bit about our trials and errors.

At the mid-winter American Library Association meeting in Los Angeles, Jay Young announced that LPS would be on Internet in April. We made it with a few days to spare. On March 29, after our monitoring GOVDOC-L for a week and getting an idea of the issues being discussed, the jokes, job announcements, etc., I uploaded the announcement about "Internet E-Mail Communications with LPS" to the GOVDOC-L, LAW-LIB, and MAPS-L listservs. This announcement also appeared in the April 15, 1994 issue of Administrative Notes.

Originally, I was adamant about LPS staff responding only to those e-mail messages directed specifically to us. While I don't often change my mind, I did so on this issue after seeing many messages directed to the lists which were appropriate for LPS to answer rather than the recipients of the question. Before jumping in, I telephoned several documents librarians and asked their opinion about our responding to questions about classification errors, superseded item lists, etc., then adding a note at the bottom of the message directing future inquiries to the correct LPS e-mail address. They thought this procedure would be an effective education tool to cut down on repetitive messages as shipment boxes move from the east to west coast. This strategy has worked too well as we are seeing a great increase in the e-mail sent directly to LPS. As we fine tune our methods of communication, processes will evolve in all areas of LPS. For example, we have received a number of complicated questions about classification errors and fugitive document inquiries which are more appropriate for the existing fax and Depository Library Inquiry Form procedures. E-mail is a "hot" medium more suited to quick replies. Having to request that documents librarians provide photocopies of title pages, OCLC records, shipping list entries, microfiche headers, etc., is taking extra time and creating difficulty in tracking the research. We are asking that documents librarians use the established procedures for complicated questions.

In our effort to answer questions, we've had our share of daemon messages, hitting a wrong key and the message going into the ether, hitting a key before the message was

uploaded and the questioner getting no data at all, being told that the file we were given to upload was in ASCII format only to find out that when it blew up, it was in WordPerfect format. The manual we received from the commercial vendor was cryptic and assumed we had some experience with various commands, how to upload and download files, etc. We didn't and we're still learning.

We are curious as to how many in the audience have e-mailed LPS already? How many of you read Administrative Notes and the Technical Supplement on Internet?

In the 1993 "Biennial Survey of Depository Libraries", nearly two-thirds of the depositories indicated they had access to Internet and over one-half stated they had access to GOVDOC-L. As GOVDOC-L is the de facto standard listserv for the Government documents community, it would only confuse matters if LPS developed its own listserv. As a result, LPS has adopted GOVDOC-L as a means of communicating via e-mail with the depository library community. Appropriate items will be cross-posted to LAW-LIB, REGIONAL-L, and MAPS-L as needed.

GPO is focusing on practical applications of electronic technology and we expect these to increase utilization of depository libraries. A depository's ability to serve the public with electronic information is a great concern. Internet will be the main channel to get various components of GPO Access, including the Federal Register and Congressional Record on WAIS and ultimately on Internet; the storage facility; and the Federal Bulletin Board. There will be increased pressure to allow the public to use a depository's Internet connection. This direction has serious resource implications for depositories especially for the public's access to Government information. In the long term, LPS plans to use Internet as a vehicle for program administration such as item selections, surveys, etc. Are the libraries ready?

The Federal Bulletin Board (FBB), which is operated by the Office of Electronic Information Dissemination Services, will soon be available via Internet. They are testing the Internet access now. Depository librarians will be able to download a variety of LPS products from the FBB. Since 1991, Administrative Notes and a variety of other LPS publications, e.g., the Instructions to Depository Libraries, the Superseded List, and now the Federal Depository Library Manual, have been available for download from the FBB via dial-up access. However, depository librarians rarely used this capability, citing the geographical disadvantage of a toll call. The Profile database of depository libraries was added to the FBB last week. Shortly, LPS will add an additional product to the Federal Bulletin Board for downloading via Internet, the List of Classes.

Currently, the List of Classes is a quarterly paper publication. Two copies of each issue are distributed to all depository libraries and this title is also available for sale. LPS updates the Depository Distribution Information System (DDIS) database frequently and the printed "Update to the List of Classes" appears regularly in Administrative Notes Technical Supplement. The List of Classes in paper is expensive to reproduce, lacks timeliness and flexibility of data.

LPS plans to upload the List of Classes data monthly to the Federal Bulletin Board beginning, we hope, in May 1994. Beginning in 1995, only one copy of the paper List of Classes will be distributed to each depository semi-annually.

As I mentioned a moment ago, another database was recently uploaded to the Federal Bulletin Board. The Profile database contains the depository library name, address, telephone number, fax number, congressional district, type of library, etc. This database has more detail than the printed Directory of U.S. Government Depository Libraries published by the Joint Committee on Printing. Last week, I also gave the diskette containing this data to the Library of Congress. Their staff will test it and we hope that this information will be added to the Marvel system as well. Announcements about how to locate this information will be loaded to the listservs and placed in Administrative Notes. Depositories, commercial vendors, Congressional offices, etc., can sort this data by Congressional district, state, size and type of library, etc.

Recently, LPS responded to a question on GOVDOC-L about when shipping lists will be available electronically. A response has already appeared on that listserv and will appear in the May 15 issue of Administrative Notes. I will, however, spend a few moments discussing the technical difficulties of this issue. Not all shipping lists are created equal. There are different types of shipping lists created by different methods and in several locations. The majority of shipping lists are prepared by LPS "full service" microfiche contractors who provide LPS with the electronic records of the documents they distribute well after the shipment has been made. LPS has no staff to perform quality assurance checks on this data and it cannot as yet be considered authoritative. The paper, separates, and electronic shipping lists are prepared in LPS. The DOE, DMA, and USGS packing lists are prepared by these agencies. The amount of effort necessary to coordinate all of these various sources of data; convert, correct, modify, and update the outgoing files constitutes far more administrative and technical work than LPS is currently able to perform.

The generation of shipping lists from the publication records in the Acquisition, Classification, and Shipment Information System (ACSIS) database is one of the planned features for phase II ACSIS program development. The ability to generate shipping list data diskettes is included as part of this plan. However, we do not expect this to be accomplished soon.

There are no plans to discontinue the paper version of Administrative Notes or the Administrative Notes Technical Supplement. Our thanks to Susan Tulis for uploading this publication electronically to GOVDOC-L from June 93 to March 1994. We're doing this ourselves now.

Responses to Depository Library Council Recommendations From the Fall Meeting, 1993

Recommendation 1

The Depository Library Council believes in the great importance of the Depository Library Program to our democratic society. The Government Printing Office has provided public access to government information to the citizens of the United States for over 150 years and has provided a cost-effective and efficient means for the distribution of government publications. Council is concerned that any changes in the administration, operation or oversight of the Program be carefully studied and provisions made for public input before any changes are made. We support the Public Printer in his efforts to improve the Depository Library Program and advance it into the next century of the electronic age. We also encourage public debate about government information dissemination   programs and the focus on the right of the public to access government information. We strongly believe that this debate and right must not be abridged by precipitous legislative action.

• **Response:**

> The Government Printing Office (GPO) appreciates the support of the Depository Library Council (DLC) in maintaining the integrity of the Federal Depository Library Program (FDLP). As the provider of this essential public service, we agree that thoughtful discussion and public debate on significant changes to the Program are appropriate and necessary in order to continue the provision of free and unrestricted public access to Federal government information. The GPO is also encouraged by Council's support for GPO initiatives in electronic information dissemination.

Recommendation 2

Council accepts the Depository Library Council report on **Alternatives for Restructuring the Depository Library Program** and recommends it to the Public Printer as a supporting document in the future study of the depository program. The report was well-researched and received significant public input. It has served as one of the main documents for focusing the discussion of restructuring issues and as such was instrumental to the work of the Chicago Conference on the Future of Government Information.

• **Response:**

> The GPO appreciates the work of the DLC in preparing the report on **Alternatives for Restructuring the Depository Library Program** and recognizes Council's acceptance of the report. GPO wishes to express its gratitude to the DLC for its thoughtful and studied contribution to improvement of the FDLP.

Recommendation 3

Council endorses in principle the concept and the mission and goals statement of the Chicago Conference on the Future of Federal Government Information.

- **Response:**

  The GPO also appreciates the time and effort the many depository librarians and others expended at the Chicago Conference and the report that resulted.

Recommendation 4

The distribution of DOE microfiche, the USGS Orthophotoquad images on CD-ROMs, and the Congressional Serial Set all present special challenges to the existing regional structure of the Program. They also give us the opportunity to continue to explore different options and models for disseminating these kinds of products to depository libraries. Council will form an Ad Hoc Committee to work with GPO and the depository library community to develop a proposal for a prototype "shared-regional" system. The Ad Hoc Committee should involve Council members, regional librarians, selective librarians, GPO staff, and other interested stakeholders. A prototype will be developed by this group that can be used as the basis for discussion at the April 1994 Depository Library Conference and the Depository Library Council Meeting. The goal will be to leave these meetings with an overall endorsement of the prototype by these two groups.

- **Response:**

  The GPO recognizes the unique challenges facing regional depository libraries in the face of a proliferation of Federal information and the variety of media in which this information is available. We look forward to working with the Committee and receiving the results of the Committee's work.

Recommendation 5

Council recommends regionals have the option of choosing a single format when dual format is offered for an item number. Council believes such a policy could represent a savings to the Program and provide some flexibility that regional librarians have requested.

- **Response:**

  The GPO believes this recommendation is a viable option under the authority of Section 1914, Title 44 and has considerable merit for a number of reasons. Not only would such a policy result in fiscal savings for the FDLP, but implementation of this policy would ease the strain many regional depositories bear in the processing and housing of duplicate material. We suggest that the DLC Ad Hoc Committee on

Regional Structure incorporate this recommendation into its considerations.

Recommendation 6

Council recognizes that all agencies have training responsibilities for the products and services they develop. Therefore, Council encourages GPO to take an active role in developing and implementing a training program for the products and services in the GPO Access System.

- **Response:**

GPO has addressed the need for training by incorporating an online tutorial in the requirements for the online service component of the GPO Access System. GPO also intends, if possible, to provide an offline tutorial on CD-ROM or diskette. These tools will permit depository library staff and users to easily train themselves to use the online service and the related CD-ROM products.

The contract for development of the Prototype Locator also includes the development of training materials suitable for use by depository library staff and public access users.

Recommendation 7

GPO staff members have asked Council for advice on several cataloging questions: cooperative cataloging with the Library of Congress, National Library of Medicine, and National Library of Agriculture; use of a single bibliographic record to describe both paper and microfiche copies of a publication; and use of non-standard (not LC) subject headings for specific technical and scientific documents. Council encourages GPO to pursue cooperative, cost-effective and efficient means of carrying out their cataloging activities. Council recommends continued consultation with the depository and cataloging communities to insure that potential changes are communicated and analyzed for their impact upon those communities. To continue this consultation, Council encourages GPO staff to attend the GODORT Cataloging Committee meeting at the Mid-Winter and Summer ALA meetings.

- **Response:**

The Library Programs Service appreciates Council's encouragement to pursue its cataloging initiatives. During the 1994 ALA Mid-Winter meeting, the Chief, Cataloging Branch, presented a proposal to adapt NASA subject terms for NASA reports to the ALA GODORT Cataloging Committee. The Cataloging Committee will advise LPS of technical matters associated with this proposal and will be available for subsequent consultation on this and other matters.

During the Mid-Winter meeting, copies of the Cooperative Cataloging Questionnaire were distributed to Cataloging Committee members for their comments. In addition to

presentations associated with the NASA proposal and the cataloging questionnaire, it was announced that the proposal to produce a single record for microfiche and hard copy editions of a title would be dropped. The potential problems that could be created by a single record for dual formats, particularly for those libraries which load MOCAT records, appear to exceed the potential advantages.

Recommendation 8

Council recommends that the Public Printer invite executive agencies to work with GPO staff, JCP staff, staff of the congressional oversight committees, and depository librarians to form joint teams to examine agency publishing policies and practices. These teams would pull together the financial and program decision-makers, information producers, and information users in the hopes of improving information dissemination efforts. The teams would be involved in discussing issues such as identifying the value and content of the information in terms that could be used by depository librarians in the selection process, formats in which the products would be released, and software requirements for running electronic products. Council suggests the Public Printer choose an agency for this liaison team that has a CD-ROM product that is not currently in the depository program, thereby alerting them to dissemination of this product through depositories.

- **Response:**

The GPO and Federal agencies are continually involved in activities aimed at examining and improving agency publishing policies and practices.

Formal channels include GPO's Institute for Federal Printing and Publishing which provides a venue for GPO to conduct training classes for representatives of publishing agencies. LPS staff regularly present information to the participants about the Federal Depository Library Program. The Advisory Council on Printing and Publishing Services involves representatives of publishing agencies working with GPO to improve printing and publishing quality. In addition, GPO works regularly with the Federal Publishers Committee and the Federal Communicators.

The staffs of GPO's Customer Service and Printing Procurement Department and the Superintendent of Document's Marketing Office, Office of Electronic Information Dissemination Service, Sales Management Division, and Library Division all conduct outreach efforts working directly with executive agency publishing and printing personnel in the development and dissemination of information products. A current example is GPO's work with the Department of Commerce to have the NESE and NTDB CD-ROMS produced through the GPO and to assure prompt distribution to the depository libraries.

The GPO hopes to play a stronger coordinating role in the future in terms of electronic information dissemination. The specific team approach proposed by Council will certainly be considered in this effort.

Recommendation 9

Council commends GPO for the establishment of a committee to explore options for providing for greater selectivity in the depository item selection process. We encourage GPO staff to continue this study into the possibility of more specific item selection via the SuDocs stem and encourage them to continue to involve depository librarians in these discussions.

- **Response:**

  Our internal LPS task force has completed its study and developed recommendations concerning opportunities for more specific selections. We will report to Council on the results of this study at the April meeting. Assuming the study recommendations are accepted, a group of depository librarians, including George Barnum, Clare Beck, Cynthia Bower, and Jack McGeachy, has volunteered to assist LPS in the implementation.

Recommendation 10

Council recommends that a report on the sales program be made at the user conference and requests that items warranting discussion before Council be moved to the Council agenda for discussion at the next Council meeting.

- **Response:**

  The Superintendent of Documents will incorporate remarks about matters affecting the GPO Sales Program in his remarks at the April, 1994 Depository Library Council meeting.

Recommendation 11

Council commends GPO on the minimum technical standards published in **Administrative Notes** and recommends that these standards be followed by guidelines for advancement to be used by depositories who are currently at capacity with the minimum equipment.

- **Response:**

  LPS intends to continue providing updated guidelines as need is indicated. Depository libraries will be kept informed of changes, or augmentation of the technical specifications, required for the provision of proper depository service via the usual channels. LPS plans to survey the depository community this Spring about their electronic support resources. Once this survey is completed, we will decide on an approach to further guidelines/standards.

Recommendation 12

Council recommends that the USGS Digital Orthophotoquads on CD-ROM be distributed along the following guidelines: regionals may select any or all of the DOQs; selectives may choose only one state but that may be any state they choose; within a region, libraries having a cartographic specialty should be recruited to house a "national" collection and assume the regional's responsibility for providing access to the discs; the survey should make it clear that GIS software is required for effective use.

• **Response:**

The survey of the Digital Orthophotoquadrangle Maps on CD-ROM (Survey Number 93-003) was conducted along the lines recommended by DLC. LPS' actions resulted in Program savings estimated at $3.8 million over the FY 1994 through FY 1998 period. Unrestricted selection of this extensive set could have cost the Federal Depository Library Program as much as $4,200,000 over the project's life cycle. A significant contribution towards realizing these savings was made by depository libraries in several states that made excellent efforts to develop resource-sharing initiatives, thus maximizing the effectiveness of the material while minimizing the expense to their libraries and the GPO.

Recommendation 13

Council recommends that the Public Printer give input to the Information Infrastructure Task Force (IITF) regarding the National Information Infrastructure (NII) initiatives and that information regarding these activities be conveyed to Council. Council goes on record as expressing our concern that the Public Printer was not included in the Task Force membership and supporting appointment of someone from the depository library community to the Advisory Committee to the Task Force.

• **Response:**

GPO appreciates, and shares, the concern of the DLC that the Public Printer was not assigned a position on the Information Infrastructure Task Force (IITF). However, the IITF is a body of the "United States Advisory Council on the National Information Infrastructure" (the IITF Council) as established by Executive Order 12864, dated September 13, 1993, which is established under the Office of the Secretary of Commerce, and is clearly an Executive Branch initiative. Executive Order 12864 authorizes the chairperson to "invite experts to submit information to the [IITF] Council and may from time to time form subcommittees of the [IITF] Council to review specific issues." The Dean of the School of Library and Information Science at the University of Pittsburgh, Dr. Toni Bearman, provides representation on the IITF Council for the professional library community. Dr. Bearman is a key speaker at the April Depository Library Council meeting. The Public Printer will, of course, provide any assistance necessary to the [IITF] Council to support its mission when such assistance is sought.

Recommendation 14

Council recommends that GPO initiate a marketing program that would involve a plan for the depository library program as a whole and a marketing model that could be adapted for each depository library. Council feels it is critical to build an informed constituency that recognizes the value of the depository program. The marketing program should speak to this objective. Council encourages GPO to use the GPO Bulletin Board on Internet to market to computer users who might not have come in contact with the Program in the past.

• **Response:**

For the past decade or longer the Marketing Office has provided marketing support to the Federal Depository Library Program. Our initiatives have included print and broadcast public service announcements and an array of promotional materials such as posters, signs, directories, and bumper stickers.

We now plan to take advantage of the technology advances that are changing the depository library environment -- CD-ROM, multi-media, bulletin boards, Internet, and the upcoming Prototype Locator System. We see an outstanding opportunity to develop and implement a marketing plan that both capitalizes on and promotes electronic media. This will supplement our traditional promotional tools.

To develop a marketing plan that exploits and promotes electronic media -- one that can be adapted or customized locally to suit individual depository librarians -- we propose to survey depository librarians, library patrons, and key personnel in the Library Programs Service and other areas of GPO.

The information collected from this survey will help us design a marketing plan that increases awareness of the Federal Depository Library Program, takes advantage of current technology and the Prototype Locator System, and helps depository librarians promote their individual collections.

Recommendation 15

Council recommends that GPO staff expedite as much as possible the project to capture cost data on individual items. This step is crucial to making informed choices when cuts have to be made.

• **Response:**

Improved management of the resources provided for the FDLP is not only a goal, but an obligation, that is felt very strongly. In this regard, the Public Printer has assigned the Director, Policy Coordination staff, a senior GPO management official, to work with the LPS staff, GPO Production personnel, and other GPO offices to insure that LPS receives the financial information required to properly manage the FDLP.

However, the concept of managing the FDLP by making depositories choose among available products on the basis of cost is not an initiative that we intend to pursue. Although depository libraries are encouraged to consider the cost to the taxpayer of their collection development decisions, the libraries' primary consideration must be full and equitable public service. GPO will continue to submit to the Congress appropriations requests which reflect the totality of Program requirements. We will make the fullest use of our available funds to maintain and even expand the range of products and services delivered to the libraries.

Recommendation 16

Council recommends that the Fall 1994 meeting be held in either the Pacific Northwest region (Ex: Seattle or Portland) or the middle of the country (Ex: St. Louis, New Orleans, Nashville).

• **Response:**

The Fall, 1994 meeting of the DLC will be held in Portland, Oregon.

Recommendation 17

The Depository Library Council recognizes the importance of the U.S. Congressional Serial Set. Historically, the Serial Set preserved and provided access to important Executive agency and Congressional publications, and it continues to preserve Congressional reports and documents for citizen access and scholarly research into public policy. It is the primary, unchanging, official legal record of legislative intent. Approximately 400 depository libraries currently select the bound edition of the Serial Set. The production and distribution of these 400 copies is the most costly component of the FDLP budget, comprising 12 percent of expenditures. Given the limitations of GPO's budget, Council's recommendations are offered in an attempt to balance the following principles and concerns:

1) that the information content of the Serial Set be widely available and historically preserved in an archival/permanent format;

2) that mechanisms are in place to insure comprehensiveness of collections for all libraries selecting Congressional publications;

3) that the Serial Set be produced in the most cost-effective manner possible;

4) that the FDLP operate within its budget and effectively carry out all of its responsibilities.

Libraries currently may select one or more of the following options for Congressional reports and documents:

1)   receive individual reports and documents in paper;

2)   receive individual reports and documents in microfiche;

3)   receive the bound (paper) Serial Set.

The present distribution system results in some libraries receiving duplicate paper editions of the same information. While Council generally believes that all government information products should be available to all depository libraries in multiple, usable formats, Council also recognizes the serious limitations of GPO's budget and the disproportionate impact of the cost of the Serial Set on the budget. Given these constraints, Council believes the duplicate paper distribution of Congressional reports and documents is not warranted.

The following set of recommendations regarding the Serial Set is offered in response to the request from LPS for advice on this difficult issue. Council appreciates the steps taken by LPS to solicit input and advice from Council and the depository library community with respect to this issue.

*[17-A] Council recommends that GPO investigate methods to reduce the costliness of producing, collating, and binding the Serial Set, including the possibility of contracting out the hand-collating of Serial Set volumes.

*[17-B] Council recommends that GPO investigate the feasibility of on-demand printing of Congressional reports and documents using electronic print technologies, as well as electronic online access to Congressional reports and documents.

*[17-C] Council recommends that GPO investigate the option of distributing Congressional reports and documents to libraries on silver-halide microfiche rather than diazo.

*[17-D] Council recommends that a member of the Depository Library Council be named to the Serial Set Committee of the Joint Committee on Printing. Council encourages the Serial Set Committee to examine the possible revision of the Serial Set volume numbering process and other potential improvements.

*[17-E] Council recommends that any change to the policy for distributing the Serial Set be made only if shortages in the GPO budget make such a change a necessity, and if sufficient cost-savings in production, collating, and binding cannot be found.

*[17-F] If changes in distribution are necessary, then Council recommends that GPO implement the following two-step plan.

Step one should be implemented immediately. If GPO's budget situation requires further cost reductions beyond those outlined in Step 1, then Step 2 should be implemented.

STEP 1:
    All regionals will receive a bound edition of the Serial Set. Selective depository

libraries may select only one of the following options for receiving Congressional reports and documents:

a) In order to be eligible to receive a bound edition of the Serial Set, a selective depository must choose to receive the initial reports and documents in microfiche.

b) If a library selects the individual reports and documents in paper, they may not receive a bound Serial Set. Libraries are encouraged to permanently bind these publications, in essence producing their own copy of the Serial Set. Regional libraries should be encouraged to share paper copies of individual reports and documents with selectives to help replace missing reports for binding.

c) A library may choose to select only the individual reports and documents in microfiche (with guide cards for Serial Set volume numbers).

d) These changes should begin with the distribution of the Serial Set volumes for the 103rd Congress, since the reports for the 102nd Congress have already been printed. Further, changes of this magnitude require that libraries be given as much advance notice as possible.

This plan eliminates the duplicate distribution of publications in the same format (paper) as represented in the individual reports and the bound Serial Set.

STEP 2:
The recommendations outlined here (Step 2) should only be implemented after other cost-savings measures, including those mentioned in Step 1 above, have been implemented and if GPO's budget situation requires additional reductions.

a) Bound editions of the Congressional Serial Set should be distributed only to regional depository libraries and to a designated library in each state without a regional, following the procedure used for the bound Congressional Record.

b) Selective depository libraries may choose to receive Congressional reports and documents in either paper or microfiche. Libraries receiving paper copies should be encouraged to permanently bind these publications, in essence producing their own copy of the Serial Set.

c) Regional libraries should be encouraged to share paper copies of individual reports and documents with selectives to help replace missing reports for binding.

d) These changes should begin with the distribution of the Serial Set volumes for the 103rd Congress, since the reports for the 102nd Congress have already been printed. Further, changes of this magnitude require that libraries be given as much advance notice as possible.

• **Response:**

The GPO wishes to express its gratitude to the DLC for suggesting alternatives for this set of recommendations. Regarding the specific recommendations set forth, action is as follows:

[Recommendation 17-A] The Public Printer will establish a Study Group to look into the costs and benefits of various changes to the way the Serial Set is currently produced. This group will consist of representatives from the Serial Set Committee and from areas within the GPO. The aim will be to have results of the study available by the Fall Council meeting.

[Recommendation 17-B] Although the feasibility exists to provide some Congressional products via on-demand printing, reports and documents do not fall into this category at the present time. The majority of reports and documents received by GPO contain illustrations, graphs, charts, etc., in camera ready form which GPO does not presently have the capability to convert to an electronic format.

[Recommendation 17-C] The Director, Printing Procurement has provided the following information regarding the recommendation to "investigate the option of distributing Congressional reports and documents to libraries on silver-halide microfiche rather than diazo." A review of current microfiche contracts indicates that the cost for distributing material in silver halide rather than diazo could raise the cost per fiche by roughly 5,000% to 10,000%. For instance, the cost of silver halide on the cheapest contract used by LPS is $4.88 per fiche with a cost of $.087 per fiche for diazo. The cost of silver halide on LPS's most expensive contract is $8.04 per fiche and a cost of $.083 per fiche for diazo.

In addition to the prohibitive cost, this topic was addressed in the GPO QC&TD Technical Report No. 18 published on August 4, 1978, entitled "Archival Stability of Microfiche -- A Technical Review." It was determined in this report that silver gelatins are not appropriate as user copies for the following reasons:

"The effect of fungus on silver gelatin, diazo and vesicular films has been studied...."

"Fingerprints must be removed immediately; otherwise, the salts they contain will react with the silver, damaging the legibility of the film."

The National Archives and Records Service [sic] rigidly prescribes that master microfiche be used only for making duplicates.

It is also pointed out in this document that life expectancy is replacing the term "archival." Life expectancy of 100 years equates to a "permanent" preservation rating. Such a rating can only be achieved under stringently specified storage conditions provided the films are properly manufactured and processed. Referencing the cited document, the following conclusions apply:

- Diazo films will be usable for at least 100 years.

- Diazo films are best suited to resist the wear and biological attack they would receive in a research or depository library setting.

- The diazo microfiche GPO furnishes depository libraries is adequate for their needs.

[Recommendation 17-D] The recommendation that a member of the DLC be appointed to the JCP's Serial Set Committee has been forwarded to the Chairman of the JCP.

[Recommendation 17-E] The Serial Set will continue to be distributed under the present policy unless budgetary restrictions necessitate a change.

[Recommendation 17-F] GPO appreciates Council's contingency plan and will consider these steps should the need arise.

GPO Access

Texts on the following pages were presented, in slightly different form, as handouts at the Federal Depository Conference and Depository Library Council meeting by the Office of Electronic Information Dissemination Services.

Questions concerning the launch of the GPO Access services may be directed to Judy Russell, Director, Office of Electronic Information Dissemination Services.

> *voice:* **(202) 512-1622**
> *e-mail:* **judy@eids01.eids.gpo.gov**

GPO Access:

The Federal Bulletin Board

The Federal Bulletin Board is a service of the U.S. Government Printing Office (GPO). This service enables Federal agencies to provide the public with immediate, self-service access to Government information in electronic form at reasonable rates. GPO's Office of Electronic Information Dissemination Services (EIDS) coordinates **The Federal Bulletin Board** and works with Federal agencies to develop and support a variety of electronic products, including CD-ROM, diskettes, magnetic tapes, and on-line files for downloading.

DEPOSITORY LIBRARY ACCESS

As a part of the GPO Access legislation, GPO is offering access to **The Federal Bulletin Board** to depository libraries. A library may access the board for depository users and download files free of charge. As with all depository library information, the depository is expected to provide public access to files downloaded under this bulletin board access program.

Depository users must re-register in order to download files free of charge. GPO will assign a validated user identification code to one depository staff member. This code will allow the staff member to download files from the board free of charge. If the depository would like additional User-IDs, staff members will register using the standard registration procedure on the *Main Menu* of the bulletin board. Any additional staff User-IDs will be subject to the standard charges for downloading files or retrieving files to the screen.

TECHNICAL INFORMATION

Access:	Dial in to (202) 512-1387; Internet users telnet to federal.bbs.gpo.gov 3001 See the board's *Main Menu* for instructions on Internet access.
Requirements:	Personal computer, Modem, and Telecommunications Software.
Settings:	8 bits, No Parity, 1 Stop Bit, Full Duplex, 1200-9600 Baud.
For Additional Info:	Electronic Information Dissemination Services Mail Stop: SDE U.S. Government Printing Office Washington, D.C. 20401

KEY FUNCTIONS OF THE FEDERAL BULLETIN BOARD

- ▶ **Telephone Help** service on weekdays from 8:00 a.m. to 5:00 p.m., Eastern time, at (202) 512-1530

- ▶ **Free User's Manual** available for downloading.

- ▶ **Free Browsing Functions** for the various menus and libraries on the board.

- ▶ **On-Line Ordering** available for free catalogs, CD-ROMs and other GPO sales items.

- ▶ **Free Reference Files** assist users in the location and use of files.

- ▶ **Forums** provide information on a variety of subject areas.

OVER 4,000 FILES CURRENTLY AVAILABLE

Including files from . . .

- The U.S. Congress
- The White House
- The Supreme Court
- Department of Energy
- Department of Justice
- Department of State
- Environmental Protection Agency
- Federal Highway Administration
- Food and Drug Administration
- Office of Foreign Assets Control
- Health Care Financing Administration
- Office of the Federal Register
- Public Health Service
- Social Security Administration

INFORMATION AVAILABLE IN A VARIETY OF FORMATS

- WordPerfect
- ASCII
- PostScript
- Lotus 123
- dBase
- Acrobat PDF
- And other formats

GPO Access:

Federal IDEA:
Information Dissemination for Electronic Access

The Government Printing Office Electronic Information Access Enhancement Act of 1993 (Public Law 103-40) requires the U.S. Government Printing Office (GPO) to "operate an electronic storage facility for Federal electronic information to which online access is made available."   This facility, named IDEA (Information Dissemination for Electronic Access), began receiving data on March 31, 1994, and will be available for public access by June 8, 1994. It is located in Owensboro, Kentucky.

PURPOSE FOR IDEA

IDEA will provide immediate remote access to the source data files for Federal information that have been made available through the online system of access. The facility will permit GPO to retain electronic files for extended periods of time after their short-term use for production of print products or active electronic dissemination and it will provide a mechanism for access and retrieval of stored data files, including access through the Internet, as a service to Federal agencies and the public.

Data files in the IDEA facility will be referenced in the "directory of Federal electronic information" or Locator Service to facilitate identification and retrieval. Fees will be established to recover the incremental costs of dissemination, with free access provided to Federal depository libraries.

CONTENT OF IDEA

The initial data sets in the IDEA facility will include the Congressional Record (from January 1994) and Federal Register (from January 1994), the Congressional Record Index (from 1992), and enrolled bills from the 103rd Congress (1993). The text files from these databases will be stored as ASCII files, with graphics stored as separate files in the TIFF format. Enrolled bills will also be stored as Adobe Acrobat PDF (portable document format) files. The volume and variety of information will increase as additional information is disseminated through the online system.

EQUIPMENT FOR IDEA

The initial equipment for the IDEA facility will include a DEC 3000 Model 400 Alpha Workstation running OSF/1, with 9 gigabytes of hard disk capacity. Future plans include adding a CD-ROM jukebox with 100 disc capacity; and an optical disc jukebox with 88 disc capacity, using 5.25" WORM [Write Once, Read Many] discs and/or erasable discs each with 1.3 gigabytes of storage. The facility will be accessible through the Internet, permitting access to the CD-ROM discs and retrieval of files stored on the optical discs.

GPO Access:

The Locator Service

The Locator Service is an "electronic directory of Federal electronic information" that will serve the public directly and through the Federal depository libraries. It will provide users with descriptive data on a wide variety of Federal information services and products as well as facilitating access to the referenced information.

The Locator Service is designed to permit and encourage Federal agencies to make data about their electronic information resources available as individual locators, under the control of the participating agencies. Although the Locator Service is a distributed system, it is linked together through a central registry of locators (the Federal Resource Registry) maintained by GPO.

A user does not need any prior knowledge of Federal information resources or of the agencies that provide them in order to use the Locator Service. The software will allow the user to pose a natural language query that describes a topic of interest in a term or a phrase.

ACCESS TO THE LOCATOR SERVICE

The Locator Service is a client/server application. GPO will operate a server that will host the central Federal Resource Registry and several GPO databases. A participating agency will provide access to its own particular server(s). The Locator Service will be compatible and work with the Internet, as well as accessible through asynchronous communications (telephone and modem).

Initially, Internet access will be via Telnet to the server at GPO. Users without Telnet capability can dial in using a modem and their communications software. GPO will distribute free client software for three operating systems, DOS, Windows and X-Windows (Unix). The DOS client will be suitable for unassisted public use in a Federal depository library and can support assistive technology for the sight impaired. Both the Windows and the DOS client software can run on a personal computer that conforms to the Recommend Minimum Technical Guidelines for Federal Depository Libraries. The client software will be released as it becomes available.

FEES FOR THE LOCATOR SERVICE

Although the GPO Access Act permits GPO to charge users, other than Federal depository libraries, for use of the Locator Service, there will be no fees for at least for the remainder of 1994. It is our intention to continue this as a free public service if at all possible. However, the Locator Service will link with other components of the GPO Access System (the WAIS server and the storage facility), and a user will have to establish a valid

method of payment or go to a Federal depository library to access these fee-based services.

The initial client software necessary to access the Registry will be available to Federal depository libraries and the public for free downloading from The Federal Bulletin Board. Additional client software will be automatically passed to the users as they access participating agency locators, if necessary. The Windows and X-Windows operating systems for client workstations will not be provided by GPO.

CONTENT OF THE LOCATOR SERVICE

The Locator Service will provide access to the GPO Publications Reference File (PRF) and recent issues of the Monthly Catalog of U.S. Government Publications (MoCat). It will refer users to Federal Depository Libraries based on their item selection profiles and enable customers to order publications from the GPO Sales Program.

The Locator Service will provide access to the Congressional Bill Digest database at the Library of Congress and identify materials available from the National Cancer Institute (NCI). It will also reference information on the GPO WAIS server and The Federal Bulletin Board, and it will identify data files in the GPO Access electronic storage facility.

Since the Locator Service is modular, it will incorporate additional locators from these and other participating agencies incrementally. In some cases an agency locator will offer the user direct access into an agency database. In other cases an agency locator will simply inform the user of the availability of the data and instruct the user on how to obtain the information.

It is important to understand that the Locator Service is intended to identify and describe -- but not necessarily to directly deliver -- the full content of information resources in response to a user query. For example, a search of the PRF may identify a publication, but the user will need to go to a Federal depository library or purchase a copy from GPO to use it. Similarly, a search of the Congressional Bill Digest at the Library of Congress will provide only a summary of a bill. On the other hand, access to the NCI locator will deliver the full text of documents that are responsive to user queries.

THE FEDERAL RESOURCE REGISTRY

Each agency locator can be maintained locally and accessed directly by users, but it will also be linked through the Federal Resource Registry, so that users can search across many agencies. The Registry will be the place where a user might start if they are not sure which agency is likely to have information that would assist them, but not as the only path into the Locator Service.

The Registry will accept GILS records. It will support the ANSI Z 39.50 Search and Retrieval Standard, but will not be limited to information in that format.

GPO Access:

Federal Register and
Congressional Record on WAIS

GPO's **WAIS** (Wide Area Information Server) application will include:

FEDERAL REGISTER

Daily issues of the Federal Register (FR) from the beginning with calendar year 1994 will be available through the WAIS server by 9:00 a.m. each day the FR is published. Notices, Rules and Regulations, and Proposed Rules of the Federal Register are already included in the database daily as ASCII text files, with all graphics included as individual files in TIFF format. Brief ASCII text summaries of each entry are also available. The remaining portions of the Federal Register, including Preliminary Information, Table of Contents, Presidential Documents, CFR Parts Affected, and Reader Aids, will be included by June 1994.

CONGRESSIONAL RECORD

Daily issues of the Congressional Record (CR) for the 103d Congress, Second Session, will be available through the WAIS server by 9:00 a.m. each day the CR is published. Online files corresponding to the contents of the printed Congressional Record are already included in the database daily as ASCII text files, except that unnumbered pages and the Lobby List are not yet included. The Lobby List will be included by June 1994.

CONGRESSIONAL RECORD INDEX

The Congressional Record Index (CRI) for 1992, 1993, and 1994 will be available through the WAIS server. The 1994 database, covering the 103d Congress, Second Session, will be updated every two weeks to incorporate the most recent biweekly issue of the CRI. The 1992 and 1993 CRI databases, covering the 102d Congress, 2d Session and 103d Congress, 1st Session, respectively, will be static. Each CRI heading, with its subordinate entries, will be available as an ASCII text file. All page number references in these databases refer to pagination of the daily, rather than the final, Congressional Record. Because biweekly issues of the CRI do not cumulate, there is no equivalent print counterpart of these databases. Databases do not contain preliminary information found in the printed version, such as listings of commonly used index headings, nor do they yet include "History of Bills and Resolutions." The History data will be included by June 1994.

ENROLLED BILLS FOR THE 103D CONGRESS

The Bill database will contain all enrolled bills (bills passed by the House and Senate and sent to the President for signature) of the 103d Congress from the beginning of the 1st Session. The database will be updated on an irregular basis, as bills are passed. Each enrolled bill will be available as an ASCII text file and in the Adobe Acrobat PDF file format. Users with Acrobat viewers will be able to display and print page facsimiles.

ADDITIONAL SOURCES

Additional information will be offered through the WAIS server as other appropriate data and databases become available.

STATUS

The WAIS application is in Phase 1 beta testing with a very limited number of users. During May, Phase 2 beta testing will be expanded to include additional test sites. Full system implementation will occur by June 8, 1994.

ACCESS

The WAIS server will be accessible through the Internet, as well as through asynchronous communications (telephone and modem). Users dialing into the server will access through S-WAIS.

The GPO Sales Program is self-funding through sales revenue and receives no appropriated funds. The GPO Access Act requires that fees for users, other than Federal depository libraries, recover the incremental costs of dissemination. Rates have not yet been established, but GPO anticipates that rates for the average user will be equivalent to, or less than, the cost of a paper subscription.

FEDERAL DEPOSITORY LIBRARY USE

Each library that wishes to have access to the WAIS server will need to provide a written request, signed by the Library Director, specifying the IP (Internet Protocol) Address for the workstation that will access the WAIS server. The request should be faxed to (202) 512-1262 or sent by mail to:

> Office of Electronic Information Dissemination Services
> Mail Stop SDE
> U.S. Government Printing Office
> Washington, DC 20401
> Attn: GPO Access Registration

Requesting access to the WAIS server is the equivalent of making an item selection. The requesting library will be expected to offer free public access, and GPO will be referring the public to selecting libraries through the Locator Service and other means.

Initially, access to the WAIS server will be limited to a single IP Address for an individual workstation (not a server) in each selecting library. Once all selecting libraries are registered, usage data, costs and resources will be evaluated, and GPO will consult with the depository library community about additional access.

As part of the initial installation, GPO will provide depository libraries with WAIS client software suitable for use on an IBM-compatible personal computer, equipped with the Windows operating system, that meets the Recommended Minimum Technical Guidelines for Federal Depository Libraries. The Windows and Adobe Acrobat software will not be provided by GPO. Other client software is compatible with the WAIS server, and depository libraries may use a client other than the one supplied by GPO. However, initial documentation and user support will be based on the client software distributed by GPO.

LPS Operations Staff

And How to Reach Them by Phone, Fax, and E-Mail

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Table of Contents